

**Central Texas College
Faculty Senate Minutes
Friday, November 21, 2008, 8:00 am
Starlight Conference Room**

I. Call to Order

A. Welcome- President Delores Williams called the meeting to order at **8:06 am**.

II. Program- SIFE (Students in Free Enterprise)

•Les Ledger, the CTC co-sponsor of SIFE along with Dr. John Frith, reported on the club's activities. SIFE is working on over ten projects and had 180 presentations in public schools promoting free enterprise here and overseas. CTC's SIFE members have reached 4300 students, and they soon will be taking their program to Pakistan, where SIFE's presentations are also being translated into Urdu, one of the official languages of Pakistan. SIFE has presented a \$1500 grant to a group of merchants in Bagdad, Iraq.

• SIFE requests faculty tell others about the program so that more CTC students (all majors are welcomed) will join and also purchase candy to support SIFE's fundraising.

•SIFE members serve as Mystery Shoppers who visit actual local businesses and tell them how they can do better.

III. Roll Call of members present (Shane Simon reporting)

Officers: Delores Williams (<i>President</i>), Jenny Shotwell (<i>President-Elect</i>), Dawn Green (<i>Immediate Past President</i>), Shane Simon (<i>Secretary</i>), Robert Shea (<i>Treasurer</i>),
Faculty Affairs & Issues: Jan Anderson(<i>Chair</i>), John Frith, Jennifer Cabiness
Faculty Professional Development: Dawn Green, Gordon Bacon, Bertha Kondrak, Suzanne Morales-Vale, Flo Culp, Ellen Falkenstein
Social Committee: Les Ledger (<i>Chair</i>), Shane Simon
Elections & Awards: Sandra Whisler, Ellen Falkenstein,
Adjunct Representatives: Lynn Forster (<i>Academic</i>), Judy Cartee-Bryant (<i>Voc Tech</i>),
Library: Ina Kelly
Departmental Representatives: Gerold van Doren (<i>Business</i>), Barbara Little (<i>Developmental Studies</i>), Gordon Bacon (<i>Early Childhood Prof</i>), Jan Anderson (<i>ESL</i>), Jennifer Cabiness (<i>Math</i>), Bertha Kondrak (<i>Mental Health</i>), Pamela Hadnot (<i>Nursing</i>), Lovie Dunn (<i>Office Technology</i>), Sandra Whisler (<i>Science</i>),

IV. Approval of Minutes of the October 17, 2008 Meeting(Shane Simon reporting)

Jenny Shotwell asked for one correction to be made in the October 17, 2008 Minutes. The minutes should be corrected to read,"Faculty Affairs & Issues/Executive Committee- (Jenny Shotwell reporting)" instead of "Jan Anderson reporting)" The October 17, 2008 Minutes were approved unanimously.

V. Officer Reports

A. President's Report- Graduation Speaker (Delores Williams reporting)

- CTC's Graduation Speaker in May will be former KISD Assistant Superintendent, Dr. Ann Farris, who currently teaches at Tarleton-Central Texas. She is also active in community activities. The Chancellor was in agreement.

B. Board of Trustees Meeting—Summary (Delores Williams reporting)

- The CTC Financial Report was received and though it was good, it was not as favorable as October 2007, a year ago.
- Regarding Policy 400, the Board asked for clarification of what "TC" (Distance Continental courses) are, since faculty could not receive the overload pay rate for those courses, effective September 2009.
- The Board awarded contracts for campus construction projects.
- CTC is going to get a sign, similar to the one that Grace Lutheran has, that would be visible from Highway 190.
- The Board arranged a contract with Leadership in Energy and Environmental Design (LEED) Commissioning Consultant. This Green Building Rating System, developed by the U.S. Green Building Council (USGBC), provides a suite of standards for environmentally sustainable construction. The college must meet a legislative requirement of reducing energy by twenty percent.
- The Ft. Hood classrooms were approved.
- A payment of \$28, 987.50 to Texas Tech University was approved payment for the purchase of science laboratory furniture. This is our part of our shared agreement at the Marble Falls campus.
- The Bookstore expansion is tabled for now. The choice is whether to expand the old Bookstore where it is, or to build a completely new Bookstore building where the baseball field is now.
- There is no news about the proposed new Nursing Building.
- The next Board meeting is on December 18 at 1:15 p.m.

C. Treasurer's Report (Bob Shea reporting)

- Treasurer Bob Shea highlighted the main items of the proposed Faculty Senate budget for 2008-2009. We started the year at \$2181.⁰⁰. As a non-profit organization, we try to carry over funds to the next year from the previous fiscal year.
- Our treasurer also encouraged members to contact their textbook representatives to ask if those companies would donate to the Faculty Senate. One year we received \$1400 in contributions from book representatives, but we only received \$400 from them last year.
- At our next meeting, we will vote on budget for next year.
- At the present time, according to our treasurer, we have only two bills to be paid. One is for \$25.⁰⁰ to the CTC Printing Department, and the other is to Social Committee member Shane Simon, who made a \$200.⁰⁰ deposit to the Harker Heights Homebuilders' Association to reserve the facility for our Peer Appreciation Banquet on April 17.
- President Delores Williams said that the administration agreed to pay for the graduation speaker this year. Discussion and comments related to past

payments related to Pre-Service and graduations ensued. It was suggested CTC's Policies and Procedures indicate the party responsible for underwriting these activities.

- The Faculty Senate budget proposed by Treasurer Bob Shea for the 2008-2009 school year was approved at the last Executive Committee meeting.
- Les Ledger moved that the 2008-2009 Proposed Budget be approved by the entire Faculty Senate as presented, and the motion was approved unanimously.
- Les Ledger moved that the Treasurer's Report for this month be approved. Jack Van Doren seconded. The motion was approved unanimously.

VI. Committee Reports

A. Faculty Affairs and Issues/Executive Committee- (Jenny Shotwell reporting)

- The Faculty Affairs/Executive Committee has discussed forming a new committee to create a new generic Faculty Senate "Policies and Procedures" section as recommended by CTC legal counsel Jim Lindley. This would allow minor modifications in our charter without returning to the CTC Board of Trustees for approval each time.
- One member stated we need to specify job descriptions and establish guidelines for events such as Pre-service, Graduation, and the banquet.
- Volunteers were requested to serve on the new "Policies and Procedures" committee. Volunteers included Jack Isabell, Bertha Kondrak, and Lela Coleman.
- Jenny Shotwell announced that on Friday, February 6, and Friday, February 13 CTC's Service Excellence Program will be presented. Suzanne, Jan, and Jenny are helping to coordinate the program. Surveys and questionnaires will be sent-out seeking our responses regarding the kind of program we want. A Faculty Track is being added to a program that originated as a Staff Track of the QEP.

B. Faculty Professional Development Committee-(Suzanne Morales-Vale)

- The Professional Development is looking at how faculty members receive information: through web-pages, links on-line, face-to-face, etc.
- A committee which will focus on Student Evaluations of our courses will meet on Friday, December 9, at 9:00am in room 141 in the Planetarium. They will analyze how we are evaluated as faculty members. One proposal is that faculty evaluations would be staggered so that each year, only one-third of faculty would be evaluated. In this way, all faculty would not have to be evaluated in the same year, easing the burden on department heads. The committee is working with Distance Learning so that the same evaluation instruments can be applied to instructors teaching distance classes. It was hoped that the evaluations could be instituted world-wide, although there may be some limitations because of contractual obligations.
- Three opportunities for Faculty Professional Development on campus in addition to Pre-Service are offered this year:

- (1) The Diversity Conference in Fall
- (2) The Excellence Conference in Spring
- (3) The Wellness Conference

The Faculty Pre-Service is already specifically designed for faculty needs. The Excellence Conference already existed, but now faculty tracks have been added to make it relevant to us as well.

- The Bookstore Committee will meet at 2:00pm on Wednesday in the Starlight Conference Room.

C. Social Committee – (Les Ledger reporting)

- Les said that we are attempting to choose a caterer for the Peer Appreciation Banquet on April 17. Possible candidates include Ramona Lezzo, who also works for CTC, or Arboniche’s Fine Catering. If we use Ramona and students as servers, then we cannot have alcohol served.

- The campus cafeteria will be serving the Thanksgiving meal, Tuesday, until 2:30.

D. Elections and Awards Committee –

- No choice has been made for Piper Professor.

VII. Old Business

A. College Success Course Update-

- Four of the new orientation classes are scheduled. They started with eleven students and ended up with nine this year.

B. Bookstore-The Bookstore Committee will meet with the Bookstore staff.

C. HR Policy 400- Closed.

VIII. New Business-

A. Budget- The proposed 2008-2009 budget was approved. Jan Anderson moved that the budget be approved. Les Ledger seconded. The motion was approved unanimously. Doug will post the approved budget on our web-site.

B. Open to the Floor-

IX. Announcements

A. Next meeting is a Faculty Association Meeting on January 23, 2009 at 9:00 am in Building 113, Room 106. (Criminal Justice Building.) Dr. Anderson will be the guest speaker.

B. Faculty Senate meetings: February 27, 2009 and March 27, 2009.

C. Faculty Association meeting: April 24, 2009 (elections)

D. Peer Appreciation Banquet: April 17, 2009

E. Open to the Floor-

- Immediate Past President Dawn Green announced that Mental Health Services has a food drive to help stock shelves that carries through next Tuesday.

- Les Ledger announced that food and toys are being collected for the Cove House.

- Jan Anderson announced that International Students have a coat drive.

13. •The Excellence Conference is Friday February 6 and Friday February
- KNCT has tickets available for a wine-tasting party at Shiloh Inn on January 24.
 - Jan Anderson announced that International Students would be having a cultural mask presentation.
 - December 1, the Monday after we return from Thanksgiving, is AIDS Awareness Day. The Gay/Straight Alliance is sponsoring the event with support from Deba Swann and the Library. A section of a large quilt will be on display from 7:30 am until balloons are released at night.
 - Jan Anderson said that Delores is doing a good job with the Presidency.
 - One Senator urged us to continue to recruit more members because our words have more weight when we do.

X. Adjournment

- The meeting was adjourned at 9:10 am.